

CS225 FA20 Final Project Team Contract

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Communication:

1. Team Meetings:

Meetings will hold dynamically as requested. However, we will hold a weekly scheduled meeting to check on everyone's work.

Meeting length will be dynamic, enough for members to resolute complications and confirm workflow.

Notes will be taken every meeting to lessen the burden of memorization.

2. Assistance:

We will use multiple means of communication: discord, zoom, and WeChat. These instant messaging applications ensure members received the message immediately and provide an environment for quick response.

3. Respect:

Protocols will be implemented in communications and meetings: every member must present their ideas to the case of interest and must all make decisions together after discussion.

Collaboration:

1. Work Distribution:

Assign tasks (complete functions) that can be completed before final assembly (implementation of algorithm) to individual members. Assignment of tasks will be based on team members' ability. Then members will work on the final assembly together. Members who completed easy and minimal work, compared to others' work, will work more on final presentation and documentation. If unexpected complications appear, other members will support that member with hardship, and workload analysis before making the documentation and final presentation will adjust accordingly.

2. Time Commitment:

Overall, we expect 7-10 hours of time commitment from each team member per week, averaging 1-2 hours per day. We do not think “prior time commitment” would become an issue since every team member starts on the project at the same time and works in synchronized pace. If someone missed the prior time commitments we agreed on, other team members should let him/her know the necessary information and the current working progress. In case of unable to finish designated work during the desired time period, for instance, a team member needs to spend the time on reviewing exams for other courses, he/she should notify the whole group first; then, he/she can take more time to finish and report frequently.

3. **Conflict Resolution:**

We will resolve conflict with adequate communication. Everyone who has some difficulty with finishing the task should let all the others know as soon as possible to allow time for others to work on that part. If some members are habitually late for the meeting, they should take more share of the work in general.

Signature:

Yixiao Liu

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